

REPORT FOR WEEK ENDING 28 March 1956
from
FORMS MANAGEMENT BRANCH

Completed Projects
DD/S Area

25X1A9a

1. Periodic Step Increase - Certification and Authentication Forms
Final coordination of drafts, specifications and stocking requirements on these forms (Form 560, 560a and 560b) has now been accomplished with the Office of Personnel and the Machine Records Division, Office of the Comptroller. The requested delivery date placed on the manufacturer (Standard Register Company) for these forms is 1 June 1956. It is expected they will be put into use as soon as they have been received.

Pending Projects
DD/S Area

25X1A9a

1. Traffic Volume and Summary Forms () - This office has received requests from OC-S for assistance in the development of a revision of Form 492 and two additional (new) forms. These forms will be used for the purpose of recording and maintaining records, by fiscal year, of cable traffic throughout the Agency.

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	5	11	8	1	25
Revision	4	3	7	-	14
Reprint	2	-	1	43	46
Total	11	14	16	44	85

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New	-	3	4	5	12	57,900
Revision	-	3	2	1	6	52,500
Reprint	4	1	4	5	14	179,000
Total	4	7	10	11	32	289,400

Resignations 3

Backlog has been reduced from 7 weeks to slightly over 5 weeks.

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